

TRAFFIC ENGINEERING TECHNICIAN SUPERVISOR

DISTINGUISHING FEATURES

The fundamental reason the Traffic Engineering Technician Supervisor exists to supervise and perform technical traffic engineering duties for the Transportation Department. This classification does not supervise. Work is performed under general supervision by the Traffic Engineering Director. The Traffic Engineering Technician Supervisor is distinguished from the Traffic Engineering Technician by the former having supervisory responsibilities over the technicians.

ESSENTIAL FUNCTIONS

Schedules traffic counts and speed measurements of the Technicians. Determines, prioritizes, assigns work schedules and offers technical advice and observes the work of Technicians.

Develops plans and measurements for evaluation, evaluates performance of personnel and prepares quarterly work plans.

Issues and completes detailed written work orders in a legible, understandable, precise manner to ensure conformance with the division's standards.

Performs the more complex duties of the traffic engineering technician classification (refer to job description).

Assists other City divisions and private contractors with field layouts for striping and sign plans requiring movement in and out of traffic lanes.

Participates in pre-construction, special events and task force meetings; reviews and approves traffic control plans for construction activity; and determines the need for various traffic control devices.

Interprets, comprehends and makes inferences from the Manual on Uniform Traffic Control Devices, Scottsdale Design Criteria and Standards and other pertinent references.

Provides superior customer service for both internal and external customers by responding, investigating and following up on citizen inquiries and problems.

Works closely with analysts and planners on timing, accuracy, necessity and validity of counts, annual map updates and turning counts and other information.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Traffic and civil engineering principles, practices, laws, symbols and terminology;

Statistical survey procedures;

Trip generation procedures; and

Microsoft Office software.

Ability to:

Use the traffic engineering procedures;

Prepare, present and review oral and written analytical reports and work orders;

Interpret, comprehend, and make inferences from written reference materials;

Operate a variety of standard office equipment that require continuous and repetitive eye, hand and arm movements;

Train and observe Technicians;

Prioritize, assign and observe work schedules and tasks;

Communicate and deal effectively with co-workers, supervisors, and the potentially upset public;

Lift, carry and install counting devices weighing approximately 10 lbs.;

Coordinate visual and muscular dexterity to move in and out of traffic lanes;

Measure, count, and make calculations;

Observe traffic engineering situations and recommend changes;

Read maps and plans; and

Maintain regular and consistent attendance.

Education & Experience

Any combination of education and experience equivalent to six years of paraprofessional traffic engineering experience and one to two years of supervisory experience. Must possess and maintain a valid Arizona standard driver's license with no major violations in the past 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified